



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
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Carl L. Gromek, Chief of Staff
State Court Administrator

August 21, 2006

State Court Administrative Office Assembly

Michigan Hall of Justice Conference Center
October 18, 2006

Introduction

On October 18, 2006, the State Court Administrative Office (SCAO) will hold a one-day staff assembly at the Michigan Hall of Justice (HOJ) Conference Center. Participation is *voluntary*.

During the assembly, participants will:

- Review the Supreme Court and SCAO organizational goals,
- Consider how each division's efforts contribute toward meeting those goals,
- Learn how current and future trends will affect the work of each division, and
- Share ideas on ways to improve/enhance organization and division activities.

Description

The assembly will begin with presentations by each division that identify current goals and trends, as well as share novel approaches to performing tasks. Following a complimentary group lunch, participants will share ideas on ways our organization or a specific division might improve/enhance current activities in an informal roundtable discussion.

Assembly Schedule

Time	Session
9:00 – 9:30 a.m.	Registration
9:30 a.m. – Noon	Plenary Session – Division Update
12:00 – 1:00 p.m.	Group Luncheon
1:00 – 4:00 p.m.	Feedback Session
4:00 p.m.	Assembly Adjourned

Lunch and Parking

All participants will receive a complimentary lunch. Please note any dietary restrictions on your meeting registration form. Coffee and water will be provided throughout the assembly.

For those traveling to the HOJ from an off-site office, a parking voucher will be provided for the HOJ visitor parking lot.

Registration

For purposes of planning, employees interested in attending the assembly must register in advance. You may register by one of three ways: e-registration, fax, or mail.

Registration Process:

It is preferred that you e-register. If you received a copy of this announcement electronically, you may click the E-Registration link below to register online. If you received this announcement in hard copy, you may register electronically from our website at: <http://courts.mi.gov/mji/seminars/pa/>. Click on "SCAO Assembly" to register.

E-Registration

If you would rather print out the registration form, and either interdepartmental (I.D.) mail or fax in your registration, access the form by clicking the link below:

**Fax/I.D. Mail
Registration**

Return the form via fax or I.D. mail to:

Angela McGoff
Program Assistant
Michigan Supreme Court
Michigan Judicial Institute
Michigan Hall of Justice
Fax: (517) 373-7615

All registration forms must be received no later than 5:00 p.m. on Friday, September 22, 2006. Due to space constraints, attendance is limited and will be on a first-come, first-served basis.

If you have any questions regarding this assembly, contact Lisa Kutas at (517) 373-7481 or Cathy Weitzel at (517) 373-7510. If you have questions regarding the registration process, contact Angela McGoff at (517) 373-7229.